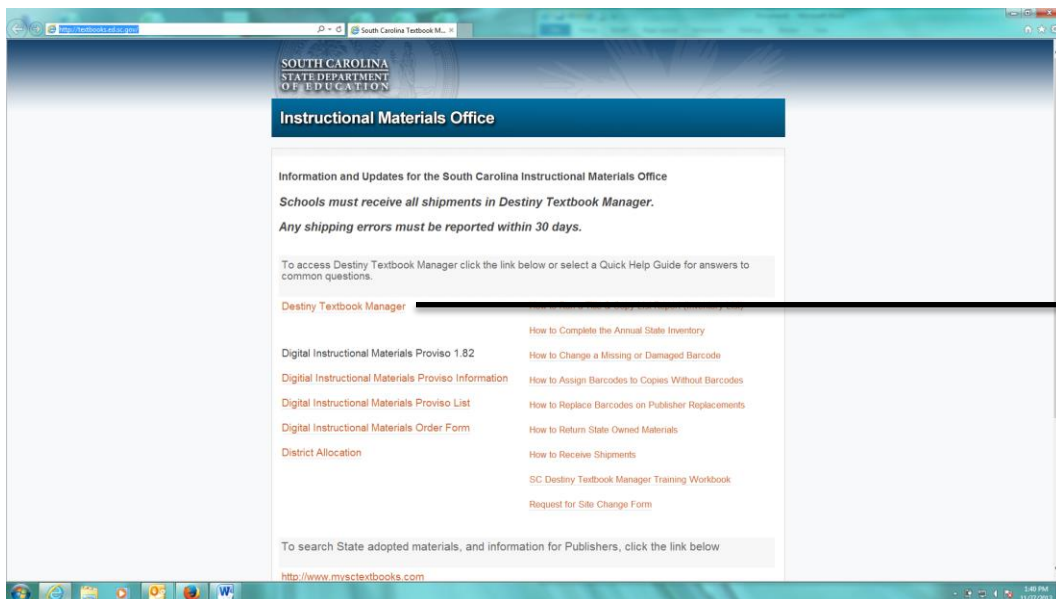


Getting Started Using Destiny Textbook Manager

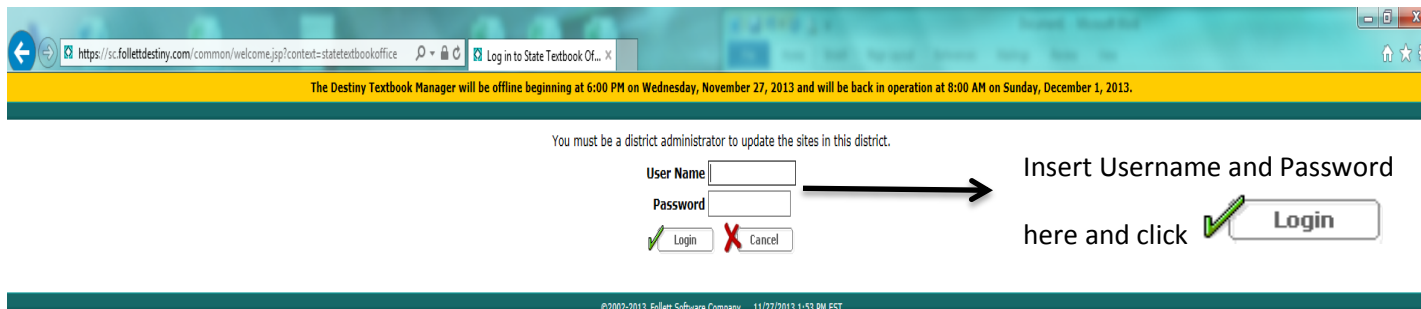
- **Logging into Destiny Textbook Manager**


1. When accessing Destiny Textbook Manager, all schools and/or districts should use the website <http://textbooks.ed.sc.gov/>. This homepage will be used by the Instructional Materials Office to post any important dates, updates to the system and/or funding, Quick Help documents and contact information.



Click **Destiny Textbook Manager** to sign into your district and school site.

2. You will click on your district name and then on your school name.
3. You will login into your school site using the state provided Username and Password. Please send an email to textbookorder@ed.sc.gov to request this information if needed.



Insert Username and Password here and click  **Login**

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- Identifying common Destiny Textbook Manager features and icons

The image displays two screenshots of the Follett Destiny Textbook Manager web application. The top screenshot shows the main navigation area with tabs for Dashboard, Catalog, Circulation, Reports, and Back Office. A yellow banner at the top right indicates the system will be offline starting at a certain time. The bottom screenshot shows the Textbook Search interface, which includes a search form with fields for Find (Title), Look in (Lexington/Richland School District 5), and checkboxes for Include Teachers' Editions, Include Resource Kits, and Include Bundles. Annotations with arrows point to various features: 'Textbook Search' points to the search bar; 'Options' points to the search form; 'Breadcrumbs' points to the navigation path; 'Subtabs' points to the Basic and Copy Categories tabs; 'Notification of shipments or transfers' points to the Processing Needed button; and 'Tabs' points to the main navigation tabs.

Annotations in the image include:

- Textbook Search**: Points to the search bar.
- Options**: Points to the search form.
- Breadcrumbs**: Points to the navigation path.
- Subtabs**: Points to the Basic and Copy Categories tabs.
- Notification of shipments or transfers**: Points to the Processing Needed button.
- Tabs**: Points to the main navigation tabs.

Notes:

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- Searching the Textbook Database

The screenshot shows the Follett Destiny Textbook Manager interface. At the top, a yellow banner reads "The Destiny Textbook Manager will be offline beginning at 6:00". Below this, the page title is "Chapin Elementary School - 3205041". The Follett Destiny logo is on the left. A navigation bar includes "List All Sites", "Dashboard", "Catalog", "Circulation", "Reports", and "Back Office". The "Textbook Search" section is active, showing a sidebar with options like "Add Textbook", "Resource Lists", "Import Textbooks", "Export Textbooks", "Order Textbooks", "Transfer Textbooks", "Update Titles", and "Update Copies". The main search area has a "Find" dropdown set to "-- Title", a search input field, and a "Go!" button. Below this, the "Look in:" dropdown is set to "Lexington/Richland School District 5". There are three checkboxes: "Include Teachers' Editions" (unchecked), "Include Resource Kits" (unchecked), and "Include Bundles" (checked).

1. To search for a title, ISBN, State ID, etc., you will look the term up under Catalog > Textbook Search. In the drop down box beside **Find**, you will choose the term you are searching for.
2. In the drop down box beside **Look in:**, you will choose your school name if you are searching for an item that is already in your inventory, or you will choose the school district if it is not in your inventory.
3. In the box to the right, you will enter the item you are looking for.
 - You do not have to enter dashes as part of an ISBN.
 - You can use an asterisk (*) to replace multiple characters to complete a search term. For example, you may use psych* to search for a book with the term psychology in it, or you may use science* 4 to search for a 4th grade science book.